



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

Office Imaging & Document Solutions Schedule 36

CONTRACT NUMBER GS03F027DA

CONTRACT PERIOD December 4, 2015 through December 3, 2020

Just Trust Solutions, Inc. (DBA: Optimum Document Services)
200 Professional Drive, Suite 200
Gaithersburg, MD 20979
Telephone: (301) 622-9001
Fax: (301) 622-9020
<http://www.optimumdocument.com/>

DUNS NUMBER: 132189825

CONTACT
Dan Duncan
(301) 622-9001 x29
dduncan@optimumdocument.com

SOCIO-ECONOMIC STATUS
Small Business





INFORMATION FOR ORDERING ACTIVITIES

Table of Awarded Special Item Numbers (SINs)

51-506 – Document Conversion

51-507 – Document Destruction

Lowest Priced Model Number and Price for each SIN: N/A

Maximum Order: \$1,000,000.

Minimum Order: \$100.00

Geographic Coverage Domestic

Point of Production: N/A

Discount From List Price: N/A

Quantity Discounts: 1% for sales equal to or exceeding \$200,000

Prompt Payment Terms: 1% in paid in 10 days or less

Government Purchase Cards are accepted above the micro-purchase threshold

Foreign Items: N/A

Time of Delivery 30 Days

Expedited Delivery: 10 Days



Overnight and 2-day Delivery: N/A

Urgent Requirements: Agencies can contact the representative for accelerated delivery of services

FOB Points: Destination

Ordering Address:

Just Trust Solutions, Inc. (DBA: Optimum Document Services)

200 Professional Drive, Suite 200

Gaithersburg, MD 20979

Telephone: (301) 622-9001

Fax: (301) 622-9020

Payment Address:

Just Trust Solutions, Inc. (DBA: Optimum Document Services)

200 Professional Drive, Suite 200

Gaithersburg, MD 20979

Telephone: (301) 622-9001

Fax: (301) 622-9020

Commercial Warranty: Work performed under this contract will be performed in a professional, courteous manner according to the scope of services defined in the individual task order agreement, and Warranted for period of 30 days from completion of subject task order.

Export Packing Charges: N/A

Terms and Conditions of Government Purchase Card Acceptance: N/A

Terms and Conditions of Rental Maintenance and Repair: N/A

Terms and Conditions of Installations: N/A

Terms and Conditions of Repair Parts: N/A

Terms and Conditions of any other Services: N/A

List of Service and Distribution Points: N/A



List of Participating Dealers: N/A

Preventative Maintenance N/A

Environmental Attributes N/A

DATA Universal Numbering System: 132189825

Registration: Just Trust Solutions, Inc. (DBA: Optimum Document Services)
is registered and current in SAM



Just Trust Solutions, Inc. (DBA: Optimum Document Services)

Optimum Document Services (ODS) is the document management division of Just Trust Solutions (JTS). JTS built a strong reputation for developing custom software solutions in the processing of claims arising from mass tort settlements. This system experience enabled JTS to develop a range of custom software solutions for the management of large volumes of documents, including the scanning, tracking, and retrieval of imaged records held in custom-built databases.

JTS was established in 1985 and has offices serving the Mid-Atlantic and Southern United States.

Our headquarters is strategically located in Gaithersburg, Maryland, just minutes from Baltimore and Washington, DC. In addition to document scanning and document management solutions, we develop and implement imaging systems solutions that include on-line hosting services; we design and deploy business process automation utilizing efficient application workflows.

We have over two decades of experience imaging sensitive documents for diverse clients, including government, legal, financial and medical industries. As a result, we have developed Best Practices that ensure we monitor and deliver what our customers demand.



GSA Contract Pricing

SIN: 51-506, 51-507

DESCRIPTION	COMMERCIAL PRICE	GSA DISCOUNT	GSA PRICE	PRICE INCLUDING IFF
Straight Run, Auto Feed Scanning	\$ 0.06	5.00%	\$ 0.05	\$ 0.053
Light Duty Scanning	\$ 0.08	5.00%	\$ 0.08	\$ 0.077
Medium Duty Scanning	\$ 0.10	5.00%	\$ 0.10	\$ 0.096
Heavy Duty Scanning	\$ 0.12	5.00%	\$ 0.11	\$ 0.115
Glass Work	\$ 0.25	5.00%	\$ 0.24	\$ 0.239
Scanning (Box Price) 1.2 CU. FT.	\$ 936.00	15.00%	\$ 795.60	\$ 801.61
Scanning (Box Price) 2.0 CU. FT.	\$ 1,250.00	5.00%	\$ 1,187.50	\$ 1,196.47
Large Format Scanning	\$ 0.99	5.00%	\$ 0.94	\$ 0.95
Project Setup	\$ 250.00	5.00%	\$ 237.50	\$ 239.29
Document Preparation	\$ 0.03	5.00%	\$ 0.02	\$ 0.02
PDF Conversion	\$ 0.01	5.00%	\$ 0.01	\$ 0.01
Document Reconstruction	\$ 0.04	5.00%	\$ 0.04	\$ 0.04
Color Scanning (8.5 x 11)	\$ 0.12	5.00%	\$ 0.11	\$ 0.11
Book Scanning	\$ 0.32	5.00%	\$ 0.30	\$ 0.31
Coding/ Indexing	\$ 0.02	5.00%	\$ 0.01	\$ 0.01
Microfilm 16mm (Standard)	\$ 0.08	5.00%	\$ 0.08	\$ 0.08
Microfilm 16mm (Enhanced)	\$ 0.10	5.00%	\$ 0.10	\$ 0.10
Microfilm 35mm (Standard)	\$ 0.10	5.00%	\$ 0.10	\$ 0.10
Microfilm 35mm (Enhanced)	\$ 0.15	5.00%	\$ 0.14	\$ 0.14
Microfiche Standard	\$ 0.10	5.00%	\$ 0.10	\$ 0.10
Microfiche Jacketed	\$ 0.19	5.00%	\$ 0.18	\$ 0.18
OCR	\$ 0.03	5.00%	\$ 0.03	\$ 0.03
Shredding per Box (15L x 12W x 10H)	\$ 8.00	5.00%	\$ 7.60	\$ 7.66
Shredding	\$ 0.29	5.00%	\$ 0.28	\$ 0.28
Document Storage Containers	\$ 30.00	5.00%	\$ 28.50	\$ 28.72
CD-ROM, Media	\$ 25.00	5.00%	\$ 23.75	\$ 23.93
DVD, Media	\$ 25.00	5.00%	\$ 23.75	\$ 23.93
Storage per Standard File Box	\$ 0.50	5.00%	\$ 0.48	\$ 0.48
Storage per 2.0 CU. FT. File Box	\$ 0.89	5.00%	\$ 0.85	\$ 0.85
DMS- Set-up Fee	\$ 950.00	5.00%	\$ 902.50	\$ 909.32
DMS <100,000 Images	\$ 1,500.00	5.00%	\$ 1,425.00	\$ 1,435.77
DMS >100,000 Images- Subscription Fee	\$ 0.01	5.00%	\$ 0.01	\$ 0.01



JOB AND/OR SERVICE DESCRIPTIONS

SIN: 51-506, 51-507

SERVICE PROPOSED	COMMERCIAL RATE	GSA DISCOUNT	GSA RATE	PRICE TO GSA (including IFF)
Administrative Support I	\$ 60.00	40.00%	\$ 36.00	\$ 36.27
Administrative Support II	\$ 60.00	30.00%	\$ 42.00	\$ 42.32
Administrative Support III	\$ 60.00	20.00%	\$ 48.00	\$ 48.36
Database Administrator	\$ 200.00	37.00%	\$ 126.00	\$ 126.95
Document Management Analyst	\$ 100.00	30.00%	\$ 70.00	\$ 70.53
Document Management Technician I / Stock Clerk	\$ 60.00	40.00%	\$ 36.00	\$ 36.27
Document Management Technician II / Shipping Packer and Shipping / Receiving Clerk	\$ 60.00	30.00%	\$ 42.00	\$ 42.32
Document Processing Technician I	\$ 60.00	40.00%	\$ 36.00	\$ 36.27
Document Processing Technician II	\$ 60.00	30.00%	\$ 42.00	\$ 42.32
Document Processing Technician III	\$ 60.00	20.00%	\$ 48.00	\$ 48.36
IS/DP Manager	\$ 250.00	40.00%	\$ 150.00	\$ 151.13
Production Supervisor	\$ 100.00	30.00%	\$ 70.00	\$ 70.53
Production Manager	\$ 100.00	15.00%	\$ 85.00	\$ 85.64
Programmer I	\$ 100.00	0.30%	\$ 99.70	\$ 100.45
Programmer II	\$ 100.00	20.00%	\$ 80.00	\$ 80.60
Programmer III	\$ 100.00	10.00%	\$ 90.00	\$ 90.68
Project Executive	\$ 250.00	30.00%	\$ 175.00	\$ 176.32
Project Manager I	\$ 100.00	20.00%	\$ 80.00	\$ 80.60
Project Manager II	\$ 100.00	15.00%	\$ 85.00	\$ 85.64
Project Manager III	\$ 100.00	10.00%	\$ 90.00	\$ 90.68
Systems Analyst I	\$ 200.00	30.00%	\$ 140.00	\$ 141.06
Systems Analyst II	\$ 200.00	20.00%	\$ 160.00	\$ 161.21
Systems Analyst III	\$ 200.00	10.00%	\$ 180.00	\$ 181.36
Technical Consultant	\$ 250.00	25.00%	\$ 187.50	\$ 188.92
Technical Analyst	\$ 200.00	25.00%	\$ 150.00	\$ 151.13
Team Leader I	\$ 100.00	30.00%	\$ 70.00	\$ 70.53
Team Leader II	\$ 100.00	15.00%	\$ 85.00	\$ 85.64
Technical Writer/Editor I	\$ 100.00	30.00%	\$ 70.00	\$ 70.53
Technical Writer/Editor II	\$ 100.00	15.00%	\$ 85.00	\$ 85.64

Footnote 1. Applicable to all Labor categories. In some cases, the following will be considered in place of minimum education and experience: Specialized experience, skills, unique education, training, or certification. Related experience may be substituted for education. Education and experience requirements will be determined jointly by JTS and the customer based on requirements.

Footnote 2. Volume Discount: An additional 1% discount will be applied to any Federal Agency that orders \$200,000 or more in any given fiscal year.